



Department of Public Health and Human Services

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Steve Bullock, Governor

Richard H. Opper, Director

May 20, 2015

Case Management Team (CMT) Leads
Regional Program Officers (RPO)

RE: Environmental and Vehicle Modifications/Specialized Medical Equipment and Supplies

The Community Services Bureau has reviewed the Big Sky Waiver Environmental Accessibility Adaptation, Vehicle Modification and Specialized Medical Equipment and Supplies policies and is providing the following clarifications of the parameters under which these services can be provided.

These clarifications ensure compliance with the Big Sky Waiver language as approved by Centers for Medicare and Medicaid Services (CMS). The clarifications also align with Montana Code found at ARM 37.40.1430(4)(b) *“The case management team must: assure that services provided to consumers are of appropriate quality and cost effective”* and, ARM 37.40.1485(3)(d) *“An environmental accessibility adaptation must: be the most cost effective adaption among the adaptations that are available to meet the recipient’s needs”*.

CMT Supervisors are responsible for training case managers and members on how these services can be utilized under the Big Sky Waiver program.

1. HCBS 711 - Environmental Accessibility Adaptations exceeding \$8,000 are required to be prior authorized by the RPO. The CMT must also obtain at least two estimates or bids for modifications exceeding \$8,000. The policy requires that the adaptations must be the most adequate and cost effective modification that can meet the needs of the member.
2. HCBS 737 – Vehicle Modifications are modifications made to a personal vehicle and do not include a partial purchase of a vehicle that has an existing modification. The policy states this service does not include the purchase or lease of a vehicle. CMTs must also obtain at least two estimates or bids for all vehicle modifications.
3. HCBS 733 – Specialized Medical Equipment and Supplies exceeding \$5,000 must be prior approved by the RPO. The CMT must also obtain at least two estimates or bids for equipment or supplies exceeding \$5,000. The policy requires the equipment and supplies must be the most cost effective item, which can meet the needs of the member.

The following outlines the policy for obtaining multiple estimates or bids:

1. All bids must include an estimate of cost to include a detailed list of the amount of materials, the amount of labor (number of hours to complete the project and amount charged per hour), and other miscellaneous costs.

2. All providers must be enrolled as a Medicaid provider or be in the process of enrolling as a Medicaid provider.
3. Provider costs of submitting an estimate or bid are not payable by the Big Sky Waiver program.
4. The lowest bid must be accepted; however, a bid that is within 10% difference of the lowest bid may be accepted at the member's choice.
5. Exceptions to the multiple estimate or bid policy must be prior approved by the RPO. If CMTs have attempted to obtain more than one estimate or bid but providers have declined to submit a bid, a list of the contractors declining to submit a bid will be required to be included with the request for an exception.

Please contact your local RPO if you have questions concerning these policy clarifications.

Sincerely,

LaDawn Whiteside, Program Manager
Kieran Roberts, Program Manager